



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	6-27-2011
Subchapter:	1	Forms	
Issuance:	26.93	CP&P Form 26-93, New Jersey Family Preservation Services (FPS) Referral	

Click here to view or print the CP&P Form [26-93](#).

WHEN TO USE IT

The CP&P Form 26-93 is used to document information about the family in order to facilitate FPS services:

- To prevent out-of-home placement in high or very high risk cases;
- Within 7 to 30 days of the reunification date; or,
- To stabilize an at-risk resource placement.

Use this form to identify:

- CP&P Local Office, Caseworker/Supervisor, Case ID Number;
- Family and household members in the home or resource home;
- Current crisis, complaint or incident that prompted the referral;
- FPS service goal;
- Environmental concerns for staff;
- Source of risk, family stress factors;
- SDM Assessments and other relevant documentation;
- FPS services requested.

INSTRUCTIONS FOR COMPLETING THE FORM

The CP&P Caseworker/Supervisor or Local Office designee completes the FPS referral form prior to submitting to the CP&P Local Office FPS Liaison, leaving the FPS ID # and the For FPS Program Use Only areas blank. The Liaison evaluates for completeness and appropriateness of FPS services. The Local Office FPS Liaison forwards the completed FPS referral to the FPS Provider via

Fax. If the referral is not appropriate for services, the FPS Liaison logs referral and returns to Caseworker/Supervisor with explanation of denial.

DISTRIBUTION

Original	-	CP&P Local Office FPS Liaison
Fax Copy	-	FPS provider
Copy	-	Case record